**IT Applications, Unit 4**

**Security and ethical considerations, Ch 8, p 294**

Security Equipment

**Security Software**

Describe each of the following software-based security types.

1. Encryption software

Sender encrypts message or file using recipient’s public key

* 1. What are the two types of modern encryption methods?

Symmetric-key encryption

Asymmetric-key encryption

1. Network policies, profiles

Authorisation & permissions on a network

1. Firewalls

Restrict access to a network from outsiders and from insiders to certain information

1. Antivirus software

Scan for virus signatures

**Security Procedures, p 299**

**Communication:**

1. List the security considerations for communication within an organisation.

Conventions: subject heading & message priority; signature of person sending it; privacy disclaimer at end of email; use of appropriate language; attachments sent in appropriate format

**Storage**

1. **Filenaming conventions**
   1. List the 3 types of information each document should include.

datestamp

Variation

Sequential file-naming convention

* 1. Give an example of a sequential file-naming convention.

newsletter 2006-11 03oct.doc

1. **Location of files**

Use of a directory structure

1. **Backups**
   1. Distinguish between each of the following:
      1. Full backup
      2. Differential backup
      3. Incremental backup
2. **Backup timeline**
   1. List good practice in relation to backup timelines.

Grandparent-parent-child system

Incremental backup each day

Differential backup at end of each week

Full backup end of each month

1. **Location of backup files**
   1. List good practice in the relation to the storage of backup files.

Fireproof & waterproof safe

Remote location, eg. another city

Off-site backup storage

Test backups

* 1. What is the grandparent-parent-child system?

1. **Archiving and destruction**
   1. Distinguish between archiving and destruction?

Archiving:Stored on same type of media as backups

* 1. What is a problem for ICT managers?
  2. What is a legacy system?

1. **Disposal**
   1. What issues must organisations consider in disposing information?

Policies required for disposal